



RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000009074	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC 314 Mail & National Change of Address Services			
Start Time	Finish Time		
11/10/2015 13:00:00 CST	11/17/2015 09:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Joyanna Brassfield
Phone: 615/741-1251
Email: joyanna.west@tn.gov

Event Description

Request for Information (RFI)

Description: Statewide Contract Procurement for Mail and National Change of Address Services.

PRE-PROPOSAL CONFERENCE NOTIFICATION:

Title: SWC #314 Mail and National Change of Address Services

Date/Time: November 17, 2015 at 09:00 AM

Location: Tennessee Tower

312 Rosa L. Parks Avenue

Nashville, TN 37243

Room: 3rd Floor, Morrow Conference Room

You can call into the Pre-Proposal Conference by dialing the following:

Local callers dial: 615-253-2009

Long distance callers will dial: 1-866-329-9625 and enter Pin Number 1015 when asked.

If you have questions, please contact the Solicitation Coordinator, Joyanna Brassfield, at (615) 741-1251 or Joyanna.West@tn.gov.

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions, and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://supplier.edison.tn.gov>. Click on the link that says Bid Opportunities and log in with your vendor ID and password.

Note: Information at the pre-proposal conference will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-proposal conference.

This is not a bid request; this is a request for information. We ask that you review this draft solicitation and provide your feedback. You are not required to fill out anything at this time. An Invitation to Bid ("ITB") event will be held at a later date, and you will be invited to complete and submit a bid at that time.

Factor Summary

Question	Response
----------	----------

How many days after receipt of purchase order will it take you to deliver this service?

Required: Yes Mandatory ResponseNo

Response Comments

What is the Brand/Model you are Bidding?

Required: Yes Mandatory ResponseNo

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Please complete the attached "Diversity Business" form and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response:Yes

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory Response:No



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Bidder: PUBLIC EVENT DETAILS

Submit To:
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Phone: 615/741-1251
Email: joyanna.west@tn.gov

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.



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Bidder: PUBLIC EVENT DETAILS

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The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
 List the Sub-Contractor's Address
 List the Sub-Contractor's Contact Person
 List the Sub-Contractor's Phone Number
 Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory Response:Yes

Response Comments

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

List the Service Organization:
 List the Service Organizations Address:
 List the Area(s) in TN that the Service Organization will Service:
 List the Service Organizations Phone Number:
 List the Service Organizations Toll Free Number:
 List the Service Organizations Pager or Cell Phone:
 List the Service Organizations Fax Number:
 List the Service Organizations Email Address:



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Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Joyanna Brassfield
Phone: 615/741-1251
Email: joyanna.west@tn.gov

List the Service Organizations Website:

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.



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Bidder: PUBLIC EVENT DETAILS

Submit To:
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Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Technical Assistance

The vendor/contractor will furnish telephone technical assistance for the type of equipment or services requested within the time frame listed in the attached specifications following and without additional cost to the state.

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

Please list the following for all licenses and permits required by federal and state law.

List the Type of License

List the Name on the License

List the License Number

List the Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.



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Bidder: PUBLIC EVENT DETAILS

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Please
answer yes
or no to
the
following.
If "yes",
describe
using
additional
pages and
attach to
the
Response
including
any
relevant
details:

(a) is the
Respondent
presently
debarred,
suspended,
proposed
for
debarment ,
or
voluntarily
excluded
from
covered
transaction
s by any
federal or
state
department
or agency;
(b) has the
Respondent
within the
past three
(3) years,
been
convicted
of, or had
a civil
judgment
rendered
against the
contracting
party from
commission
of fraud,
or a
criminal
offence in
connection
with
obtaining,
attempting
to obtain,



RFI Details (cont.)

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or
performing
a public
(federal,
state, or
local)
transaction
or grant
under a
public
transaction
; violation
of federal
or state
antitrust
statutes or
commission
of
embezzlemen
t, theft,
forgery,
bribery,
falsificati
on or
destruction
of records,
making
false
statements,
or
receiving
stolen
property;
(c)is the
Respondent
presently
indicted or
otherwise
criminally
or civilly
charged by
a
government
entity
(federal,
state, or
local) with
commission
of any of
the
offenses
detailed
above; and
(d)has the
Respondent
within a
three (3)
year period
preceding
the
contract



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PeopleSoft Strategic Sourcing

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had one or
more public
transaction
s (federal,
state, or
local)
terminated
for cause
or default.

Required: Yes Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.
Your bid will need to be edited online to include attachment responses.

Response Comments

A link to the Central Procurement Office's surveying tool is available AT
<https://www.surveymonkey.com/s/CPOCustomerServiceSatisfactionSurvey>.

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Will your company accept the State's Purchasing Card (P-Card) as a form of payment under this Statewide Contract?

Required: Yes Mandatory ResponseNo



RFI Details (cont.)

PeopleSoft Strategic Sourcing

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Response Comments

Provide pricing to this solicitation on the attached SWC 314 Pricing Proposal spreadsheet and include as an attachment in Edison.
Required: Yes Mandatory ResponseNo

Response Comments

Will your company enter into a business associate agreement (see attachment Business Associate Agreement)?
Required: Yes Mandatory ResponseNo

Response Comments



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PeopleSoft Strategic Sourcing

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Bidder: PUBLIC EVENT DETAILS

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



RFI Details (cont.)

PeopleSoft Strategic Sourcing

Support Strategy Scoring			
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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009